

4 NOVEMBER 2002



Civil Engineering

REAL ESTATE SUPPORT FOR RECRUITING FACILITIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site at <http://www.aetc.randolph.af.mil/im>. If you lack access, contact your base publishing manager.

OPR: HQ AFRS/RSXL
(Major Lea Duncan)

Certified by: HQ AFRS/RSX
(Lt Col James Cramp)
Pages: 25
Distribution: F

This instruction implements AFPD 32-90, *Real Property Management*, and AFI 32-9002, *Use of Real Property Facilities*. It establishes responsibilities and procedures for managing real estate required to support the Air Force Recruiting Service (AFRS), and the recruiting missions of Air Force Reserve Command (AFRC) and the Air National Guard (ANG). Headquarters Air Force Recruiting Service Real Estate and Logistics Branch (HQ AFRS/RSXL), AFRC, or ANG, as applicable, must approve supplements to this instruction. Furnish copies of all supplements to HQ AFRS. See Attachment 1 for a glossary of references and supporting information. The use of names, trademarks or trademark names of any source, specific manufacturer, commercial product, commodity or service either stated, referred to or implied in this instruction publication does not imply any endorsement by the United States Air Force. This publication replaces guidance in AETCI 32-9002, 10 May 96, *Real Estate Support for Recruiting Facilities*.

The reporting requirement in this directive (paragraph 35.3) is exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, paragraph 2.11.8. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

Section A	Terms	
1.	Annual Recruiting Facilities Program (RFP)	2
2.	Collocated Facility	2
3.	Executive Agent	3
4.	Facility Actions	3
5.	General Purpose Space	3
6.	Itinerary (IT) Office	3
7.	Joint Recruiting Facilities Committee (JFRC)	3
8.	Recruiting Facilities Management Information System (RFMIS)	4
9.	Recruiting Operational Facility	4
10.	Space Assignment Record	4

11.	Space Management Guide.....	4
12.	Special Purpose Space.....	4
Section B	Responsibilities	
13.	Commanders.....	5
14.	HQ US Army Corps of Engineers (HQ USACE).....	5
15.	US Army Corps of Engineers (COE) District.....	5
16.	General Services Administration (GSA).....	5
17.	Headquarters Air Force Recruiting Service (HQ AFRS).....	6
18.	Air Force Recruiting Groups (RCG).....	6
19.	Air Force Recruiting Squadrons (RCS).....	7
20.	Air Force Reserve Command (AFRC).....	7
21.	Air National Guard (ANG).....	7
Section C	Space Acquisition Process and Standards	
22.	Acquisition Standards.....	7
23.	Space Acquisition Process for Recruiting Offices.....	8
24.	Review of Recruiting Squadrons Not Located on Military Installations.....	9
25.	Air Force IT Office Approval Guidance.....	9
Section D	Annual Recruiting Facilities Program (RFP)	
26.	Key Components of the RFP.....	10
27.	Recruiting Facilities Maintenance Program (RFMP).....	11
28.	Recruiting Facilities Reduction Program (RFRP).....	11
29.	Recruiting Facilities Existing Program (RFEP).....	11
30.	Rejection of Proposed Sites/Floor Plans.....	12
Section E	Recruiting Facility Management	
31.	Janitorial and Utilities Services.....	12
32.	Minor Facility Problems.....	13
33.	Vehicle Parking.....	13
34.	Space Occupancy and Release Procedures.....	13
35.	Inspection of Recruiting Facilities.....	13
36.	Maintaining Facility Records.....	14
37.	Monitoring Program Execution.....	15
38.	Forms Adopted.....	15
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		16
Attachment 2—GUIDANCE FOR PREPARING ACTION JUSTIFICATION PACKAGES		17
Attachment 3—KEY MILESTONES IN FACILITY PROGRAM PLANNING		20
Attachment 4—FACILITY INSPECTION INSTRUCTIONS AND STANDARDS		21

Section A—Terms

1. Annual Recruiting Facilities Program (RFP). The annual consolidation of recruiting facility actions for all four services together with required actions created by the Corps of Engineers (COE). The program includes all planned actions for a particular fiscal year (FY) and it is the sole means for budgeting for the real estate costs of opening new locations and expanding, relocating, upgrading, or closing existing locations.

2. Collocated Facility. Recruiting offices or squadron headquarters activities occupying space acquired under a single lease or other document that also provides space for recruiting activities of one or more of the other armed services. Such facilities may be:

- 2.1. Adjacent or adjoining with separate entrances.
- 2.2. Grouped together in the same room or suite with a common entrance.
- 2.3. On the same floor of a building, other than those in paragraph 2.1.
- 2.4. Within the same building or building complex.

3. Executive Agent. The US Army Corps of Engineers acts as the executive real estate agent on behalf of all of the recruiting commands for the four military services.

4. Facility Actions:

4.1. Closure. Terminating a recruiting office or squadron headquarters in a locality when a requirement no longer exists for any such facility in that area.

4.2. Expansion. Providing additional space for an organization at its existing location.

4.3. New Office. Acquiring space to support a new organization established to service a locality, city, or area of a city where no office now exists.

4.4. Reduction. Reducing the real estate cost of a space by reducing the square footage or renegotiating the terms of the real estate agreement.

4.5. Relocation. Moving an organization to a different location within the same area of responsibility.

4.6. Renewal. Negotiation of a succeeding agreement allowing the continued use of a location.

4.7. Upgrade. Improving, by one or more methods, the space currently housing an organization.

5. General-Purpose Space. Space that may be suitable for use by government agencies interchangeably, except for space in buildings located on Department of Defense (DoD) installations or designated by General Services Administration (GSA) as special purpose space. **NOTE:** Space for recruiting offices (except squadron headquarters) is designated as special purpose space.

6. Itinerary (IT) Office. Space regularly used by a recruiter at a location other than his or her assigned office (also referred to as a part-time office [PTO]). IT offices have no assigned personnel authorization.

7. Joint Recruiting Facilities Committee (JRFC). Comprised of headquarters personnel from each military service and two representatives from the HQ US Army Corps of Engineers (USACE), and chaired by a representative of the Office of the Assistant Secretary of Defense, Force Management and Policy, Accessions Policy (OASD (FM&P)/AP). The JRFC formulates recruiting facility policy, reviews and approves actions with significant cost impacts, and serves as a focal point in resolving disagreements between local recruiting commands.

8. Recruiting Facilities Management Information System (RFMIS). Database system used by the OASD, the military services, and the COE to program, approve, and monitor the execution of required recruiting facility actions. RFMIS is also used to maintain facility inspection data, and lease and space assignment information such as square footage and annual cost data. RFMIS is considered the official source of RFP information.

9. Recruiting Operational Facility. A real property facility that supports or is required to support an Air Force recruiting activity. This term includes facilities for squadron headquarters, flight supervisors, Air Force recruiting offices (AFRO), and IT offices. It does not include facilities to support any Air Force organizational element above squadron level or any Air Force activities or personnel associated with military entrance processing station (MEPS) activities.

10. Space Assignment Record. The document used by GSA to show a specified space has been assigned to designate governmental agencies in buildings or areas where GSA has space assignment authority.

11. Space Management Guide. Issued by the HQ USACE under the authority of DoD Directive 5160.58, *Recruiting Facilities*, which prescribes uniform quality and space standards for evaluating, selecting, and maintaining facilities for full-time, IT offices, intermediate command offices (flight chief offices), and main stations (squadron headquarters) for all military services.

12. Special Purpose Space. A GSA space classification, which describes space that generally represents a unique requirement that is specific to fulfilling the needs of a particular agency and would not normally, be suitable to meeting the needs of most other federal agencies. Recruiting offices are designated as special purpose space, while squadron headquarters are designated as general-purpose space.

Section B--Responsibilities for Real Property

13. Commanders. Commanders with operational control of recruiting facilities will:

13.1. Maintain up-to-date, accurate facility inspection, facility address, and telephone number data in RFMIS for all facilities under their control (paragraphs 35.3 and 36.3).

13.2. Ensure that annual RFP inputs are consistent with recent facility inspections.

13.3. Maintain only the number of recruiting office locations needed to adequately serve a given geographic area. In densely populated areas, strive to maintain, for example, one or two 2- or 3-person stations versus five or six 1-person stations.

13.4. Request a relocation action only when the current location does not meet minimum mission requirements. Thoroughly justify the action according to the guidance in Attachment 2 which may be overprinted on AF Form 2519, **All Purpose Checklist**.

13.5. Not commit or appear to commit the government to lease or occupy real estate. Only the responsible COE districts and GSA regions may negotiate leases on behalf of the recruiting commands.

13.6. In conjunction with approved new office and relocation actions provide the COE with reasonable and justifiable delineated boundaries within which the AFRO could be located. When existing DoD recruiting offices are located within the defined area, every effort should be made to collocate with the other services at that site.

13.7. Evaluate in a fair and reasonable manner all potential sites that appear to meet DoD standards as defined in the space management guide when relocating an office or establishing a new office. Reject space only when one or more of the exceptions in paragraph 30 exist.

13.8. Sign proposed floor or site plans provided by the COE in a timely manner, and ensure that the amount of space is within DoD standards as defined in the space management guide.

13.9. Monitor the progress of the COE in carrying out the RFP, and report any significant known or anticipated problems to the recruiting groups (RCG) and HQ AFRS/RSSL.

14. HQ US Army Corps of Engineers (HQ USACE). As executive agent, HQ USACE has overall responsibility for real property management connected with the acquisition, disposal, and maintenance of space needed for recruiting facilities of the armed services. HQ USACE:

14.1. Convenes annual armed services collocation meetings to discuss overall policies and procedures in implementing DoD Directive 5160.58, and to resolve disputes between the services.

14.2. Coordinates with the OASD FM&P/AP to budget, program, and finance all costs related to acquiring and maintaining DoD recruiting facilities, including the operation and maintenance of RFMIS.

15. US Army Corps of Engineers (COE) District. Each district:

15.1. Convenes periodic meetings with local commands to review and discuss facility issues.

15.2. Acquires office space, custodial services, utilities, parking, maintenance and repair, and security for the recruiting facilities of the armed forces.

15.3. Provides copies of space assignment records, leases, lease supplements, GSA space assignments, and other appropriate documents to the appropriate recruiting squadron (RCS), AFRC, and ANG.

16. General Services Administration (GSA). This agency:

16.1. Initiates and maintains plans and programs for the effective acquisition and use of federally owned and leased office space located in the continental United States, District of Columbia, and Puerto Rico.

16.2. Designates space for recruiting offices (except squadron headquarters) as special purpose and delegates firm term leasing authority to HQ USACE.

17. Headquarters Air Force Recruiting Service (HQ AFRS). HQ AFRS/RSSL is the only office authorized to advise HQ USACE and the individual COE districts of space requirements, relocations, new offices, and closures resulting from shifting applicant markets, unsatisfactory locations or facilities, etc. HQ AFRS/RSSL:

17.1. Requests periodic (normally once per year) RFMIS input and concurrence from each RCS, RCG, and AFRC in order to prepare the RFP.

17.2. Reviews and approves or disapproves and, if necessary, forwards requests to establish, relocate, expand, upgrade, or close recruiting facilities to the OASD.

17.3. Concurs or nonconcur in RFMIS with relocation actions proposed by the other armed services based on local command input and DoD and Air Force policy.

17.4. Consolidates and prioritizes requirements from all sources, and approves actions based on priority and available funding. Submits via RFMIS an approved program to HQ USACE to be included in a DoD recruiting facilities program package that includes all military services.

17.5. Updates personnel and vehicle information in RFMIS according to manpower changes approved on AETC Form 1399, **AF Recruiting Service Authorization Change Request** (will become AFRS Form 1399).

18. Air Force Recruiting Groups (RCG). Groups will:

18.1. Evaluate and reprioritize the annual RFP inputs by the squadrons, ensuring requested actions are consistent with facility inspection data. Refer actions with questionable or incomplete justification back to the RCS for clarification. Ensure all known requirements are input into RFMIS. Concur or nonconcur in RFMIS with all proposed RCS actions. Review and forward AETC Form 1399 (will become AFRS Form 1399) to HQ AFRS/RSXXM in a timely manner.

18.2. Promptly concur or nonconcur in RFMIS on proposals for relocations funded by the other services.

18.3. Follow guidance for accepting or rejecting proposed space (see paragraph 30).

18.4. Refer real estate concerns not resolvable at group level to HQ AFRS/RSXL.

18.5. Accompany squadron and COE or GSA personnel on site surveys for approved relocation of squadron headquarters offices.

19. Air Force Recruiting Squadrons (RCS). In addition to the command responsibilities outlined in paragraph 13, each RCS will:

19.1. Continually evaluate the need for assigned space.

19.2. Define and maintain a record of geographical boundaries for individual recruiter and AFRO zones.

19.3. Ensure AETC Form 1399 (will become AFRS Form 1399) is submitted for all relocations, new offices, and all movement of manpower authorizations.

19.4. Promptly concur or nonconcur in RFMIS with relocation actions proposed by other services, and include a brief explanation in the RFMIS comments block explaining the RCS position.

19.5. Represent HQ AFRS at any specially called district engineer recruiting facilities meeting. Provide HQ AFRS/RSXL with meeting minutes and proposed program changes as soon as possible.

19.6. Submit written requests to the COE for minor upgrades (\$1,500 or less).

19.7. Promptly notify the COE of problems with janitorial services, utilities, or other facility problems.

19.8. Ensure good housekeeping practices are followed in all recruiting facilities to present a neat, efficient, and businesslike appearance, to include window signage. Ensure window signage material is current, uncluttered and professional looking.

19.9. Budget and fund for required communications and organizational equipment moves in connection with all facility actions.

19.10. Maintain an RFP file by fiscal year. Include a recent copy of the squadron facility program priority listing (RFMIS RECPA1 report) from the RFMIS Toolbox Reports under User Type R.

19.11. Refer real estate problems not resolvable at squadron level to the RCG. Should the real estate problem remain unresolved, RCG will request the assistance of HQ AFRS/RSXL for final resolution.

20. Air Force Reserve Command (AFRC). This office will comply with guidance provided for Air Force squadrons and squadron commanders in paragraphs 13 and 19. Additionally, AFRC will provide HQ AFRS/RSXL an annual, or more often if requested, reconciliation of the RFMIS facility and personnel detail report with AFRC personnel records.

21. Air National Guard (ANG). The ANG Installations Management Branch will comply with guidance provided for Air Force squadrons and squadron commanders in paragraphs 13 and 19.

Section C--Space Acquisition Process and Standards

22. Acquisition Standards. The DoD Space Management Guide provides information on general policy, quality standards, and space standards that apply to Air Force recruiting facilities in addition to the facilities of the other armed services. Logistics personnel who work with recruiting facilities should be familiar with the content and application of the DoD Space Management Guide. Air Force standards do not differ from the DoD standards. Proposed supplements to this instruction that address space standards may not contradict the DoD standard.

23. Space Acquisition Process for Recruiting Offices. For new offices and relocations, an OASD-approved process exists to evaluate potential sites and select from a defined geographic area the best overall site in terms of cost and mission effectiveness. This process is required by the Competition in Contracting Act (CICA). The COE must fully involve each military service in the site evaluation process for all relocations and new offices, except for emergency relocations due to fire, flood, etc., instances where one service may be backfilling existing DoD-controlled excess space, or expansion of an existing DoD recruiting facility to accommodate the new office or relocating service. **NOTE:** Unless an exception applies, any failure by the COE to use the approved rating process should be reported to the RCG and HQ AFRS/RSXL immediately.

23.1. RCS will provide the COE via Livelink a proposed delineated area, a geographic area with well-defined boundaries such as streets, roads, rivers or other landmarks that represents the acceptable/nonacceptable areas to relocate or establish the new office. On a multi-service relocation, the overlap in the delineated areas between all of the services represents the area that the COE will look for and solicit offers for space. Delineated areas must be large enough for the COE to obtain adequate competition on the solicitation. In some cases the COE may ask that the size of a delineated area be increased in order to meet CICA requirements.

23.1.1. Current and out year add-on actions as well as those actions added after the mini/main collocation meetings, except for upgrade actions, will require RCS to provide the COE a proposed delineated area via Livelink within three working days. If the RCS fails to provide the proposed delineated area, the COE will notify HQ AFRS/RSXLR who then has three additional working days to load the input.

23.1.2. Failure to provide the required proposed delineated area will result in moving to a new or relocated office site without participation in the selection of the office site. However the service will be allowed to participate in the site rating evaluation as well as the floor plan approval process.

23.2. Participate in a site survey after the COE finds minimally acceptable sites within the delineated area. Provide a site rating form to each service at the site survey (the squadron commander, support flight commander, or logistic personnel should attend). Use the form to evaluate each site against the standard criteria.

23.2.1. Avoid rating sites against one another--rate them against the standard. RCS must enter their site evaluation rating into RFMIS within three working days after evaluating the site. If the RCS fail to input a rating, the COE will notify HQ AFRS/RSXLR who then has three additional working days to input a rating.

23.2.2. Services that fail to provide ratings lose their vote. Only entered ratings will be considered in the selection process. Site rating information provided by all of the services is combined with lease cost information for each site, and based on a JRFC-approved formula; the lease is awarded to the highest scoring site.

23.2.3. After the site survey, the COE has five working days to input the floor plan in Livelink and notify the services the floor plan is available for their review and approval. The interior layout of the space is an integral part of the rating of a particular site, so the COE should allow that part of the site rating to be reviewed and changed once floor plans have been prepared.

23.2.4. When approving floor plans ensure that the space provided allows the minimum space authorized by the DoD standard outlined in the space management guidelines. RCS will have five working days to approve or propose changes to the floor plan. If the RCS fail to respond, the COE must notify HQ AFRS/RSXLR who then has five working days to provide a response. Failure by the service to respond will negate inputs regarding the floor layout plan.

24. Review of RCS Not Located on Military Installations. Each RCG will conduct a separate biennial review of each RCS headquarters not located on a military installation. Forward results of the review to HQ AFRS/RSXL in February of each odd-numbered year for further review and action. RCS that were relocated within 3 years of the biennial due date are exempt from this review process. As part of this

review, each RCS not on a DoD-controlled installation will provide the following information to their RCG:

24.1. Cost of Current Site and Off-Base Support. Provide an itemized breakout of *all* costs associated with maintaining the current location.

24.2. Possible Relocation Sites. Include a list of all military installations within the RCS geographic boundaries. Do not formally ask installation officials about a possible tenancy at this time.

24.3. Evaluation of Potential Sites. Evaluate each installation in terms of its basic desirability for an RCS headquarters location. Factors to consider include location within the recruiting zone, force protection, and available space on the installation.

24.4. Recommended Action. RCS and RCG commanders will recommend a course of action on whether to remain in the present location or relocate to a military installation. Any recommendation not to relocate to a military installation should be clearly defensible in terms of economic factors and mission impact.

25. Air Force IT Office Approval Guidance. HQ AFRS/RSXL and OASD will only approve maintaining an IT office in a locality when it meets the definition found in the DoD Space Management Guide. When an IT office is collocated with full-time offices of other services in retail space programmed for relocation, the IT office should close when the other services relocate. Submit a request with justification for a new office to HQ AFRS/RSXL for approval.

25.1. Leased IT or part-time recruiting offices are authorized to provide a limited Air Force presence in remote, sparsely populated areas at least 50 miles away from the nearest full-time AFRO. IT offices will be located in office building (not retail) space, used a minimum of 2 days per week, and leased only when suitable rent-free space cannot be located. The potential for recruits in the area must be great enough to justify the cost of acquiring and maintaining the space.

25.2. The continuing requirement for IT offices must be annually evaluated and approved by OASD. AFRC and each RCS (through their RCG) should submit to HQ AFRS/RSXL a list of all leased IT offices, together with justification for all offices that the RCS proposes to retain by 1 March of each year. The justification will include the following:

25.2.1. The distance of the IT office from the full-time office to which it is attached.

25.2.2. The percent of the total market and production of the full-time office served by or obtained from the IT office.

25.2.3. The hours per week the IT office is used and the hours per week the recruiter spends at other offices.

25.2.4. A thorough review of ongoing efforts to find suitable rent-free space (traditional locations include Air Force Reserve or Air National Guard facilities, Veterans of Foreign Wars and American Legion Halls, town halls, fire stations, courthouses, state employment offices, etc.).

25.3. Approved IT offices are carried in RFMIS as facility status "1" offices; unapproved IT offices are carried in RFMIS as facility status "2" offices. Status "2" offices will be closed whenever possible. Offices vacated as the result of an approved AETC Form 1399 (will become AFRS Form 1399) action that cannot be closed because of lease terms will be carried in RFMIS as unapproved (facility status "2") IT office.

Section D--Annual Recruiting Facilities Program (RFP)

26. Key Components of the RFP. The RFP consists of three key components: the maintenance, reduction, and existing programs. The maintenance program is of primary importance to recruiting commands, although all programs impact recruiting facilities. Key milestones in the RFP development and planning process are shown in Attachment 3.

26.1. Shortly after the start of a fiscal year, HQ AFRS/RSSL will announce an annual program call window during which actions can be input into RFMIS for the next FY. Normally, the FY program call window will be open during the months of December and January of each year. Local commands will be able to enter actions into RFMIS only during the open window. For this reason, it is critical that program actions be input into RFMIS. Forward AETC Forms 1399 with justification packages for certain actions (paragraph 27.3) to HQ AFRS/RSSL in a timely manner. Local command access to add actions to RFMIS will be discontinued when the window closes.

26.2. The JRFC meets periodically to determine total facility program funding levels, identify special funded actions (for example, squadron relocations), and discuss collocated relocations that are priorities for more than one service. JRFC members finalize the prioritized program, and identify actions to be funded for the current FY by the end of November of each year. This final list becomes the COE approved program. After the approved program is established, any additions are considered add-on actions. These additions generally receive a lower funding priority, and the COE may not be able to accomplish the action during the program FY.

27. Recruiting Facilities Maintenance Program (RFMP). The RFMP represents the local recruiting command's portion of the total recruiting facility budget, and it is used for mission-related facility actions. Examples include relocating unsatisfactory offices, expanding offices to provide room for additional personnel, opening new offices, and performing upgrades to improve facility appearance and improve the recruiter work environment and quality of life.

27.1. When the dates of the annual program call are announced (paragraph 26.1), HQ AFRS/RSSL will provide each RCS, RCG, and AFRC a dollar limit for planning purposes. This represents the unit's fair share of the total maintenance program based on their proportionate share of the total authorized square footage. As program actions are input into RFMIS, the system will provide instant cost estimates that will allow local commands to monitor the estimated cost of their actions. An RCS may exceed its dollar limit; however, each RCG and AFRC should make every effort to keep their initial program within 15 percent of the dollar limit.

27.2. Each RCG and HQ AFRS/RSSL will make adjustments to the program based largely on RCS and AFRC priorities that are entered into RFMIS. Use the action codes 777 for high priority actions and numbers 1, 2, 3, through the last action to indicate what action is to be accomplished first, second, third, and so on.

27.3. OASD approval is required for RFMP relocations, expansions, and new offices. These actions affect the other services and have a significant impact on the total annual cost of the facilities program. All local commands must prepare and forward through channels to HQ AFRS/RSSL justification packages, that explains why the requested action is needed from a mission-related perspective. See Attachment 2 for guidance on preparing these packages.

27.4. Maintain all AFROs in accordance with the DoD standards found in the Space Management Guide. Follow the annual facility inspection process in paragraph 35. Major upgrades for offices (such as, replacing carpet, repainting, etc.) can and should be planned for and programmed well in advance. (As a general rule of thumb, carpet should not be replaced more than once every 5 years, and repainting should not be required more than once every 3 years.) Because of the time and effort spent by the COE to obtain bids and execute contracts for upgrades, program upgrades in the same FY as the lease is to be renewed. This allows the COE to save program dollars by negotiating the lease renewal and the upgrades at the same time.

28. Recruiting Facilities Reduction Program (RFRP). Input and update of RFMIS information in the RFRP is shared between the COE and recruiting commands. Potential reduction program actions include relocations to save money, space reductions and expansions to reallocate the space between two or more of the services, and office closures. In collocated offices, it is often not possible for a single service to close an office (doing so typically leaves excess and unusable space). Most recruiting office leases do not allow for terminating only a portion of the space. RCS should immediately notify their RCG and HQ AFRS/RSSL of any proposal to close an office. Refer to paragraph 34 for space occupancy and release procedures.

29. Recruiting Facilities Existing Program (RFEP). The COE entirely controls input into the RFEP. Components of the existing program include lease renewals, emergency and minor upgrades, and forced relocations.

29.1. Forced relocations are situations where the services have no choice but to move (such as, the leaser refuses to renew the lease, acts of God, etc.).

29.2. Minor upgrades are improvements estimated at \$1,500 or less. In order to get minor actions accomplished more quickly, local commands may request the COE to perform a minor upgrade at a particular office at any time during the year. Common examples of minor upgrades include steam-cleaning carpet, touching up paint, replacing a few ceiling tiles, or adding deadbolt locks. Request minor upgrades (using minor upgrade funds) in a memorandum to the COE. Since, COE minor upgrade funds are limited, local commands should program the required actions on the maintenance program during the annual open window period (paragraph 26).

29.3. Emergency upgrades are defined as actions that must be taken immediately to preserve and protect the health and safety of persons at the office, and the security of the property itself. Report actions of this nature telephonically to the COE. If it becomes necessary to close an office due to an emergency situation (such as fires, riots, demonstrations, natural disasters, etc.), notify the RCG and HQ AFRS/RSSL immediately.

29.4. Minor self-help upgrades (such as, repainting, replacing a few ceiling tiles, etc.) may be performed provided the cost for the self-help project has been coordinated with HQ AFRS/RSSL and HQ USACE/CERM-BF and approved by the JRFC chairman. Once approved, transfer the cost amount of

the self-help work from HQ USACE to the respective service headquarters. This allows the service to accomplish the self-help work through their local procedures (for example by credit card). HQ AFRS/RSXLR (after notification by the RCS of its completion) will enter approved self-help work into RFMIS. Load self-help actions in RFMIS as a maintenance upgrade with "Self-Help" indicated in the service remarks field of the action record. The local command must obtain from the COE the material and labor standards (for example, paint color, type and color of carpet, etc.) to ensure minimum standards are met. Individuals performing self-help upgrades will be held personally accountable for any damage that occurs to the facility as a result of the project.

30. Rejection of Proposed Sites/Floor Plans:

30.1. Commanders should use sound judgment before rejecting a proposed site or floor plan. In general, reject sites or floor plans only when one or more of the following conditions exist:

30.1.1. The site is not within the delineated area specified.

30.1.2. The space is within a building that prohibits effective recruitment. (Address specific problems.)

30.1.3. The space is within a rundown or unsafe building.

30.1.4. Insufficient space is available for effective recruitment. Compromising some space requirements is inevitable because the exact amount required is seldom available. As a general rule, an offer of space containing 15 percent less than that authorized may be rejected.

30.1.5. The space is impossible to arrange or subdivide to afford integrity, and provide privacy to the Air Force.

30.1.6. There are no provisions for installing ceiling-high partitions around the test area.

30.1.7. Because of the dimensions, any floor plan developed would require occupancy of a main office area too narrow to permit effective use (generally 9 feet wide or less is too narrow).

30.1.8. There is a lack of access to the office at night, on weekends, and on holidays.

30.1.9. The local command was not invited to participate in the site survey.

30.2. Do not reject a space offer for any of the following reasons:

30.2.1. Solely on the basis that it is collocated.

30.2.2. Friction will develop between the recruiters of the various armed services.

30.2.3. The facility offered is no better than the one currently occupied.

30.2.4. The Air Force would be located in the rear office of the collocated facility. Of prime importance is the assurance that the method used to determine office location within the facility is fair and equitable. The COE is required by DoD policy to use a random process to assign space.

Section E--Recruiting Facility Management**31. Janitorial and Utilities Services:**

31.1. The COE provides janitorial and utilities support to all the armed services recruiting facilities. If services and support are not performed in accordance with the terms of a lease, procurement document, or a space assignment record, local commands should notify the COE. Document on the facility inspection screen continuous problems that are not resolved.

31.2. Some leases for commercial space do not include provisions for furnishing lighting, heating, air-conditioning, etc., except during normal duty hours (40 to 50 hours a week). Local commands will arrange directly with the COE to obtain adequate utility and services support. The COE is responsible for all costs involved in overtime services support it authorizes.

32. Minor Facility Problems:

32.1. Report either telephonically or by memorandum to the COE facility problems, that do not fall into the minor or emergency upgrade category. Examples might include minor ceiling leaks, burned out light bulbs, or heating and air conditioning problems.

32.2. RCS units will maintain a 30-day followup suspense file so appropriate followup action can be taken on all problems reported to the COE. If the COE does not resolve minor facility problems or janitorial discrepancies within 30 days of the initial request, RCS units will send a followup memorandum to the COE with an information copy to their RCG and HQ AFRS/RXSLR. When problems are not resolved within 60 days of the basic request, RCS units will furnish copies of all correspondence with the COE including telephone calls with the names, times and dates concerning the matter through their RCG and request the assistance of HQ AFRS/RXSL.

33. Vehicle Parking:

33.1. The COE provides parking spaces for assigned government owned vehicles (GOV) based on the number of assigned vehicles in RFMIS. The COE is not responsible for providing parking space for privately owned vehicles (POV). However, availability of adequate POV parking should be a prime consideration in evaluating sites for potential office locations.

33.2. Local commands should validate RFMIS vehicle numbers once a year during facility inspections, particularly for RCS headquarters, and report any discrepancies to HQ AFRS/RXSL.

33.3. Leased parking at an IT office is not authorized.

33.4. Unless otherwise specified by the COE, recruiter POVs should be parked in employee parking areas at recruiting offices (such as, at the rear or side of the building or in perimeter lots). Recruiter GOVs and POVs must not occupy space required for applicants, visitors, and other tenants of the building or shopping center.

34. Space Occupancy and Release Procedures:

34.1. When new space is obtained through a relocation, new office, or expansion action, do not occupy the space until you are authorized to do so by the COE.

34.2. When an office closure is proposed, AFRC and RCS units *will not* vacate the space until directed by HQ AFRS/RSSL or until an approved AETC Form 1399 (will become AFRS Form 1399) authorizing the office closure is received by the RCS. RCS and AFRC units should coordinate the turn-in of office keys, parking passes, etc., with the COE.

34.3. Immediately refer any problems with regard to occupying or vacating space to HQ AFRS/RSSL.

35. Inspection of Recruiting Facilities:

35.1. To ensure facilities are maintained according to the DoD standards inspect each recruiting facility (to include IT offices, flight supervisor offices, and squadron headquarters) at least once a year and enter the rating in RFMIS not later than 10 days after the inspection. **NOTE:** New offices must also be inspected and the rating entered in RFMIS not later than 30 days after the acceptance of the new office.

35.2. The RCS commander, support flight commander, or logistics personnel will inspect each new or relocated facility before occupancy, and any failures to meet the DoD standards as contained in the Space Management Guide should be brought to the attention of the COE. Document any deficiencies and the proposed timeframe for correcting the deficiencies, for example, missing exterior recruiting signs.

35.3. Document all facility inspections within 10 days in the facility inspection screen in RFMIS. Attachment 4 provides instructions for completing the facility inspection screen in RFMIS. Based on inputs to the facility inspection detail screen, assign an overall rating of excellent, satisfactory, marginal, or unsatisfactory to each facility. After each facility inspection is documented in RFMIS, print the Intelligent Query (IQ) FORCE_INSPECT reports for each facility. RCS commanders will sign the RFMIS report, indicating concurrence or nonconcurrence with the overall rating assigned to a facility.

35.4. Maintain copies of the three latest inspection reports in RFMIS. In the event the commander does not concur with the facility rating, annotate the reasons for the nonconcurrence on the signed report, and in the comments block in RFMIS identify the commander's facility rating.

36. Maintaining Facility Records. RCS, AFRC, and ANG units will establish and maintain a case history file in RFMIS for each real estate location. Arrange the files sequence in standard verbiage using office numbers assigned in the unit manning document and AFRC or ANG publications.

36.1. One or more office numbers may be assigned per COE lease number. For active duty offices, use four characters to identify recruiting office numbers. Normally, the first two characters will be numeric and the last two characters will be alpha. The first two characters of the office number will identify the squadron. The last two characters will identify the office designator within a particular flight. **EXCEPTION:** Squadron headquarters office number where all four characters are numeric. For example, AFRO #3200 is the 332 RCS Headquarters. For an office occupied by a flight supervisor, the last character of each office designator will be a zero (for example, 32B0). For an office occupied by officer recruiters, the first character will be an "X," for example 32XA. AFRC office numbers will begin with an "R." No other numbering system will be used. Facility numbers are not reused to allow historical records of closed facility locations, unless HQ AFRS/RSSL retires such number.

36.2. As a minimum, RCS recruiting facility files must contain the following documents for each facility:

36.2.1. The lease and any lease supplement, permit, right of entry, or GSA space assignment record, as applicable, for the present location (obtained from the COE).

36.2.2. The three most recent facility inspection reports signed by the commander (paragraph 35.3).

36.2.3. A current floor plan of the location, showing dimensions and square footage for each branch of the service at the location (obtained from the COE). Whenever the COE sends an RCS a modified floor plan (as the result of a new office, relocation, expansion, or space reconfiguration action), the RCS unit should input floor plans in Livelink.

36.2.4. A schedule of janitorial services (obtained from the COE).

36.3. Each RCS unit will ensure the recruiting facility address is correct (to include street name, suite numbers, town, city and nine-digit zip code), and telephone information for each AFRO, flight supervisor, and RCS location in the RFMIS recruiting facility miscellaneous screen.

37. Monitoring Program Execution. RCS, RCG, and AFRC units will monitor the status of their real estate actions during the program FY. Obtain estimated action completion dates and project status data through RFMIS screen queries or reports in the RFMIS report utility. Review this data at least monthly.

37.1. RCS and AFRC should closely coordinate with and advise the COE on the dates that priority code 100 series actions are needed in order to support mission-critical activities (such as, expansions and new offices to support new recruiters). However, the COE has the other recruiting services, as well as other customers, who also have their own mission-critical actions.

37.2. Refer concerns with program execution first to the RCG and finally to HQ AFRS/RSSL for final resolution.

38. Forms Adopted. AF Form 2519 and AETC Form 1399 (will become AFRS Form 1399).

EDWARD A. RICE, JR., Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Directive 5160.58, *Recruiting Facilities*
 AFPD 32-90, *Real Property Management*
 AFI 32-9002, *Use of Real Property Facilities*
 AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*
 AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

Abbreviations and Acronyms

AETC—Air Education and Training Command
AFRC—Air Force Reserve Command
AFRISS—Air Force Recruiting Information Support System
AFRO—Air Force recruiting office
ANG—Air National Guard
CICA—Competition in Contracting Act
COE—Corps of Engineers
DoD—Department of Defense
FY—fiscal year
GOV—government owned vehicle
GSA—General Services Administration
HQ AFRS/RSSL—Headquarters Air Force Recruiting Service Real Estate and Logistics Branch
HQ USACE—Headquarters US Army Corps of Engineers
IQ—intelligent query
IT—itinerary
JRFC—Joint Recruiting Facilities Committee
MEPS—military entrance processing station
NCO—noncommissioned officer
OASD (FM&P)/AP—Office of the Assistant Secretary of Defense, Force Management and Personnel, Accessions Policy
POV—privately owned vehicle
PTO—part-time office
RCG—recruiting groups
RCS—recruiting squadrons
RFEP—recruiting facilities existing program
RFMIS—Recruiting Facilities Management Information System
RFMP—recruiting facilities maintenance program
RFP—recruiting facilities program
RFRP—recruiting facilities reduction program

Attachment 2

GUIDANCE FOR PREPARING ACTION JUSTIFICATION PACKAGES

ALL PURPOSE CHECKLIST		PAGE 1 OF 3 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA GUIDANCE FOR PREPARING ACTION JUSTIFICATION PACKAGES		OPR	DATE	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
Relocations Actions (Maintenance Program)				
1	Is the current lease termination/expiration within the program FY or is there a cancellation/release clause, which allows termination within the program FY?			
2	Is there documented concurrence in RFMIS of all of the services involved? If not, explain.			
3	Will the proposed relocation result in a PCS and has an AETC Form 1399 been approved?			
4	If you are requesting a break in collocation, have you provided full justification including a letter from the COE explaining what can or cannot be done to reduce excess space created by your departure?			
5	Has a major upgrade (more than \$1500) been accomplished for any service within 18 months of the projected move date? If yes, explain specifically what upgrades have been done.			
6	Has the office been involved in relocation within the past 3 years?			
7	Have you attached a delineated area (description/map) of the agreed upon area within which you and the other services propose to relocate? Ensure there are acceptable sites available within the boundaries and unacceptable areas lie within the delineated area.			
8	Have you provided the home addresses of all personnel impacted by this move? (This helps ensure commute times and quality of life is not negatively impacted by this proposed action.)			
9	Have you attached a map showing the location of the Air Force recruiting zone boundaries to include streets, roads, rivers and other landmarks? Does your map depict the exact locations of the high schools (or other markets sources), which lay within the recruiting zone and are they clearly noted on the map?			
10	If crime problems are the reason for the relocation, are police reports provided of the illegal activities involved, including a list of items stolen, if applicable, and their value? Have you explained whether or not security improvements (for example, window bars, alarm systems, roll-down doors) have been investigated as possible deterrents to the crime problems?			
11	If the facility condition is the primary reason for the move, are copies of letters to and from the COE attached outlining what attempts have been made to correct the problems?			
12	If the facility condition is the primary reason for the move, does the COE support the relocation?			
13	Are at least 12 months of goal and production data provided for the recruiter positions assigned to the location? Are the data summarized in an easily readable format?			

		PAGE	2	OF	3	PAGES
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A		
New Office Actions (Maintenance Program)						
1	Have you provided a summary of existing recruiting offices surveyed within your acceptable boundaries for excess space (including all services, not just Air Force)?					
2	Have you provided a map depicting the delineated area for the new office, ensuring that potential sites exist within the boundaries provided and ensuring that no unacceptable areas lie within the boundaries?					
3	Have you identified the number and type of recruiter authorizations to occupy the new location, and have you identified the locations from where the positions are coming?					
4	Have you provided the home addresses of all of the personnel impacted by this new office action (to ensure commute times and quality of life are not negatively impacted by this proposed action)?					
5	Will a PCS be required for any recruiter authorization if this new office action is approved and has an AETC Form 1399 been approved?					
6	If applicable, have you included a written proposal from the COE, which describes how any excess space generated at the old location will be eliminated?					
7	Have you provided before and after maps of the recruiter zones or markets impacted by the action, indicating on the maps how the school or market sources were previously divided and how you propose they be divided?					
8	Have you provided current and proposed goal and production data for each location involved (old zones and proposed new zones)? Are the goal and production data summarized in an easily readable format?					
9	Have you provided a list of additional Air Force Recruiting Information Support System (AFRISS) equipment requirements?					
Expansion Actions (Maintenance Program)						
1	Have you included a letter from the COE stating if space for the expansion is available within the existing recruiting offices, government leased space, or available in adjacent leased space?					
2	Have you provided copies of the existing and proposed floor plans?					
3	If the expansion space infringes upon one or more of the other services' space or into the common use areas, have the affected services concurred in RFMIS with the proposed expansion and have they signed off on the proposed floor plan?					
4	Have you included production and goal data for each location involved in the request and also included market data with a map of each location involved showing the location of each school and major market source?					
5	If you are moving personnel from an existing location, have you included a letter from the COE explaining the disposition of the excess space (if any) created by the reduction in personnel at the old location?					

		PAGE 3	OF 3	PAGES
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
6	If you are moving personnel from an existing location, will a PCS be required for any recruiter authorization if this expansion action is approved?			
7	If you are moving personnel from an existing location, have you provided the home addresses for the individuals who will be moving (to ensure commute times and quality of life are not adversely affected by this proposed action)?			
8	If you are moving personnel from an existing location, have you provided a list of all AFRISS equipment needed that cannot be transferred from the old location? Provide a source for all additional equipment or the cost and funding source for purchasing it. If AFRISS equipment cannot be transferred from the old location to the expanding location, indicate how the excess equipment at the old location will be used.			
9	Does the expansion space allow for connecting all added personnel to existing AFRISS computer(s)? What are the estimated installation costs?			

Attachment 3

KEY MILESTONES IN FACILITY PROGRAM PLANNING

Use the following dates as a general guide to determine when to submit facilities program information. All dates are approximate and subject to change by HQ AFRS/RSSL and the Joint Recruiting Facilities Committee (JRFC).

Date	Milestone
1 September	Program call letter for the upcoming FY from HQ AFRS/RSSL is sent to all RCS, RCG, and AFRC.
1 September	Open window period for RCS, RCG, and AFRC recruiting facilities through 31 October program input into RFMIS for the following FY. RCS, RCG, and AFRC units should ensure that all facility inspections are updated in RFMIS prior to or during this open window period.
10 October	Assessment of prior FY program accomplishment and movement by HQ AFRS/RSSL of actions to the current FY.
5 November	First quarter JRFC meeting, to include initial review of RFP budget for upcoming FY and finalize budget for current FY.
1 February	Review of program cost estimate by COE and initial recruiting facilities program budget. 1 March review by HQ AFRS/RSSL and the JRFC.
15 March	Mid-year JRFC meeting to review and approve upcoming FY actions, and conduct indepth review of current FY funding status.
1 April	COE division collocation meetings, face-to-face meetings with local recruiting commands, 15 June - COE districts, HQ USACE, and OASD (FM&P)/AP.
15 August	Final JRFC program review for upcoming FY, and final budget review for the current FY.

Attachment 4

FACILITY INSPECTION INSTRUCTIONS AND STANDARDS

A4.1. Instructions for filling out the facility inspection screen in RFMIS are as follows. These items correspond to the blocks on the screen, and the printed inspection report that is generated from the RFMIS report utility.

A4.1.1. **FACILITY NO.** System generated.

A4.1.2. **LEASE NO.** System generated.

A4.1.3. **ADDRESS/CITY/ZIP.** System generated.

A4.1.4. **JANITORIAL CONTRACT.** If this office has a separate janitorial contract (not included in the lease), insert a "Y;" otherwise, insert an "N."

A4.1.5. **LEASED PARKING.** If parking for assigned GOV is provided by a separate contract, insert a "Y;" otherwise, insert an "N."

A4.1.6. **INSPECTION DATE.** Type the date the physical inspection of the space was performed.

A4.1.7. **INSPECTOR'S NAME.** Type the name and grade of the person who performed the physical inspection.

A4.1.8. **OVERALL RATING.** This rating is determined by reviewing the ratings assigned to the inspection detail criteria (see Table A4.1). The overall rating will be assigned as follows:

Rating	Standard
Excellent (E)	Exceeds most requirements; no items were rated unsatisfactory.
Satisfactory (S)	Meets basic requirements.
Marginal (M)	Does not meet some basic requirements.
Unsatisfactory (U)	Does not meet critical requirements.

A4.1.8.1. Be aware of these factors when assigning the rating:

A4.1.8.1.1. An unsatisfactory sign should not be just cause to rate the facility unsatisfactory. It may, however, contribute collectively to the overall assessment.

A4.1.8.1.2. Poor janitorial supplies or services should not be just cause for an overall unsatisfactory rating.

A4.1.8.1.3. An overall unsatisfactory rating indicates serious impairment of the recruiting mission. This usually means a combination of several unsatisfactory items.

A4.1.8.1.4. The COE does not generally review squadron inspection ratings. Instead, send a memorandum to the COE asking that corrective action be taken on specific items. Upgrade actions that cannot be accomplished, as minor upgrades should be added during the annual facilities program call.

A4.1.8.1.5. The overall rating will determine whether the office should be included in the COE real estate program as follows:

Rating	Action
Excellent (E)	Do not include this office in your COE real estate program. This office is not a candidate for closure, relocation, or upgrade.
Satisfactory (S)	Identify those items requiring repair as upgrades on your COE real estate program. This office is not a candidate for closure or relocation.
Marginal (M)	Identify those items requiring major upgrade. Relocation is not normally a solution for fixing the problems with this office.
Unsatisfactory (U)	This office is a candidate for closure or relocation. Upgrade actions will not normally resolve problems in this facility.

A4.1.9. **REMARKS.** Use this block to more specifically explain the discrepancies discovered during the inspection.

A4.1.10. **COMMANDER'S CONCUR/NONCONCUR AND SIGNATURE BLOCK.** The squadron commander makes the final rating of each office by concurring or nonconcurring with the inspector's rating. If the commander does not concur with an inspection, annotate the printed report accordingly, and the revised inspection rating entered into the remarks section of RFMIS. Once the inspection rating has been entered into RFMIS and the record saved, it cannot be changed.

Table A4.1. Inspection Detail Criteria.

I T E M	A	B	C	D	E
	Area	RATING CRITERIA			
		Excellent	Satisfactory	Marginal	Unsatisfactory
1	Location within community	Ideal or central location for assigned market; high-volume traffic adjacent to main traffic artery.	Not within prime area of market, but does not hamper mission accomplishment.	Hard to locate, but does not hamper mission accomplishment.	Impairs mission accomplishment, unworkable, hard to locate.
2	Location within building	Ideal, easy access, first-floor storefront space.	Not conveniently located for visitors.	Hard to locate, but does not hamper mission accomplishment.	Hard to locate within building, impairs mission accomplishment.

I T E M	A	B	C	D	E
	Area	RATING CRITERIA			
		Excellent	Satisfactory	Marginal	Unsatisfactory
3	Access to building		Unrestricted, no impairment on mission or times.		Restricted or limited access.
4	Exterior condition	Highly attractive for community standards, well maintained.	Average compared to community standards, some work needs to be done.	Meets community standards, some work required.	Dilapidated, well below community standards.
5	Interior condition	Majority of subitems are excellent.	Majority of subitems are satisfactory.	Some, but not a majority, of subitems are unsatisfactory or marginal.	Majority of subitems are unsatisfactory.
	a. Doors and windows	Not damaged, attractive, modern (storefront windows).	Average, evidence of fair wear and tear.	Serviceable, some work needs to be done.	Damaged, evidence of being poorly maintained.
	b. Ceilings	Not damaged, attractive, modern.		Stained or missing ceiling tiles maintained but needs work.	Damaged, poorly maintained.
	c. Floors	Carpeted, attractive material, color blends with decor.		Good carpet but needs cleaning.	Damaged, degraded, cosmetic discrepancies.
	d. Walls	Paneling, wallpaper, or mural color blends with decor.		Nail holes, scuffs, needs minor repair.	Damaged, degraded, cosmetic discrepancies.
6	Partitioning	Majority of subitems are excellent.		Majority of subitems are satisfactory.	Some, but not a majority, of subitems are unsatisfactory or marginal
	a. Between services	Ideal layout, adequate acoustics.	Does not degrade mission, adequate layout and acoustics.	Does not degrade mission, but significant improvement needed.	Degrades mission; poor acoustics; poor, inadequate, unsuitable layout.

I T E M	A	B	C	D	E
	Area	RATING CRITERIA			
		Excellent	Satisfactory	Marginal	Unsatisfactory
	b. Around test areas				
	c. Around flight supervisor office				
7	Space layout adaptability	Ideal, good functional arrangement, minimal unusable space.	Adequate, no functional degrade, some unusable space.	Some functional degrade.	Functional degrade, inadequate, lots of unusable space.
8	Parking arrangements		GOV parking at or near the office, secured (lighted area).	Parking not within reasonable distance, security is a concern.	GOV parking unavailable, security is a problem.
9	Space adequacy	Office area plus majority of other subitems are excellent.	Office area plus majority of other subitems are satisfactory.	Office area plus majority of subitems are marginal or better.	Office area plus majority of other subitems are unsatisfactory.
	a. Office area	Meets DoD Space Management Guide.	Not more than 10% below DoD Space Management Guide.	More than 10% below DoD Space Management Guide.	More than 15% below DoD Space Management Guide.
	b. Reception				
	c. Display				
	d. Storage				
	e. Testing				
10	Services and utilities	Not applicable.	Majority of subitems satisfactory or average to satisfactory.	Not applicable.	Majority of subitems are unsatisfactory.
	a. Air-conditioning/heating		Maintains proper temperature, meets DoD standards.		Damaged, inadequate, requires replacement.
	b. Electricity (lighting)		Meets DoD Space Management Guide standards.		Unacceptable, glare problem, major repairs needed.
	c. Water		Available and suitable.		Unavailable, unsuitable, and (or) inconvenient.

I T E M	A	B	C	D	E
	Area	RATING CRITERIA			
		Excellent	Satisfactory	Marginal	Unsatisfactory
	d. Janitorial supplies	Provided IAW contract.	Adequately provided 95% of the time.	Available most of the time.	Unavailable most of the time, nonexistent.
	e. Janitorial services	Performed IAW contract.	Minor discrepancies noted and corrected.	Available when needed, occasional gross violations.	Unavailable when needed, lack of cleanliness, gross violation of contract.
11	Signs	Both internal and external signs are rated excellent.	Both are adequate.	Either external or internal rated marginal.	Nonexistent, discolored or faded lettering cracked or broken.